



# APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP  
OR MINOR AMENDMENT

☒ Change of Ownership      ☐ Minor Amendment

[must use black ink or type]

PROPERTY LOCATION: 1640 King St, Alexandria VA, 22314  
TAX MAP REFERENCE: 63.04-9-4 ZONE: KR/King Street Rail

## APPLICANT

Name: D/K King - 1640, LLC d/b/a Dunkin Donuts  
Address: 52 Flanders Rd, Westborough MA 01581

## PROPERTY OWNER

Name: Aunt State Department Federal Credit Union  
Address: 1630 King St Alexandria VA, 22314  
SITE USE: Prepared Foods - Dunkin Donuts

☒ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ **THE UNDERSIGNED**, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

☐ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☐ **THE UNDERSIGNED**, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Jeffrey Katz

Print Name of Applicant or Agent

3 Bethesda Metrocenter Suite 800

Mailing/Street Address

Bethesda MD

City and State

20814

Zip Code

Signature

240-243-5458

Telephone #

Fax #

Jeffrey@JDKatz.com

Email address

07/16/2016

Date

## DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Legal advertisement: \_\_\_\_\_

ACTION - PLANNING COMMISSION \_\_\_\_\_

ACTION - CITY COUNCIL: \_\_\_\_\_

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

**1. Please describe prior special use permit approval for the subject use.**

Most recent Special Use Permit # 2011-0077

Date approved: 03 / 17 / 2012  
month day year

Name of applicant on most recent special use permit Quality Blend Capital DBA Dunkin Donuts  
Use Prepared Foods

**2. Describe below the nature of the existing operation in detail** so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)

The operations at 1670 Kingst will remain the same as before. The location will operate as a Dunkin Donuts. Dunkin Donuts serves coffee, prepared foods, and other pre-packaged items such as sodas, coffee cups and mugs. This location serves approximately 571 patrons per day. There are 16 employees. Parking is not available other than street parking.

Special Use Permit # \_\_\_\_\_

**3. Describe any proposed *changes* to the business from what was represented to the Planning Commission and City Council** during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)

N/A

Special Use Permit # \_\_\_\_\_

4. Is the use currently open for business? ☒ Yes ☐ No

If the use is closed, provide the date closed.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month day year

5. Describe any proposed changes to the conditions of the special use permit:

N/A

6. Are the hours of operation proposed to change? ☐ Yes ☒ No

If yes, list the current hours and proposed hours:

Current Hours:

~~Mon-Fri 6am-9pm~~  
~~Sat-Sun 6am-9pm~~

Proposed Hours:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Will the number of employees remain the same? ☒ Yes ☐ No

If no, list the current number of employees and the proposed number.

Current Number of Employees:

25

Proposed Number of Employees:

25

8. Will there be any renovations or new equipment for the business? \_\_\_\_\_ Yes ☒ No

If yes, describe the type of renovations and/or list any new equipment proposed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Are you proposing changes in the sales or service of alcoholic beverages? \_\_\_\_\_ Yes ☒ No

If yes, describe proposed changes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Use Permit # \_\_\_\_\_

10. Is off-street parking provided for your employees? ☐ Yes ☒ No

If yes, how many spaces, and where are they located?

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11. Is off-street parking provided for your customers? ☐ Yes ☒ No

If yes, how many spaces, and where are they located?

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12. Is there a proposed increase in the number of seats or patrons served? ☐ Yes ☒ No

If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)

Current:

Proposed:

_____	_____
_____	_____
_____	_____

13. Are physical changes to the structure or interior space requested? ☐ Yes ☒ No

If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

14. Is there a proposed increase in the building area devoted to the business? ☐ Yes ☒ No

If yes, describe the existing amount of building area and the proposed amount of building area.

Current:

Proposed:

_____	_____
_____	_____
_____	_____

15. The applicant is the (check one) ☐ Property owner ☒ Lessee

☐ other, please describe: \_\_\_\_\_

16. The applicant is the (check one) ☒ Current business owner ☐ Prospective business owner

☐ other, please describe: \_\_\_\_\_

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (10%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

**Please provide ownership information here:**

KONSTANTINO SKRIVANS - 100%

82 Flanders Road, Westborough MA, 01581

KONSTANTINO SKRIVANOS - 100%

82 FLANDERS RD, WESTBOROUGH, MA 01581



## FOR YOUR INFORMATION

### **Special Use Permits Eligible for Administrative Approval**

Certain uses of land that have potentially negative impacts on surrounding properties require special use permit approval from City Council. The City Council may impose conditions on the operation of the special use in order to protect the health, safety and welfare of the surrounding area. For new uses and for intensifications or amendments of existing uses, the Planning Commission and City Council conduct public hearings and decide whether to approve the request. The Director of Planning and Zoning, however, may approve a special use permit administratively if it is only a change in ownership or a minor amendment of a previously approved special use permit.

### **Special Use Permit for Change of Ownership**

If the existing special use permit for an operation restricts the ownership of the use, a prospective owner may not take ownership of the operation until he receives special use permit approval for the change of ownership. Pursuant to Section 11-503, the director may approve the change and transfer the special use permit to a new owner, if the following conditions apply:

- 1) The applicant is not requesting a change in the conditions of the special use permit;
- 2) there have been no substantiated violations of the special use permit conditions;
- 3) there are no changes proposed or anticipated in the operation of the use involved;
- 4) the director has concluded that no new conditions or no amendments to existing conditions are necessary; and
- 5) following notice of the application in a newspaper of general circulation in the City, no person has requested that the director forward the application to the Planning Commission or City Council.

If the application does not meet any one of the above conditions, it must be docketed for the next available Planning Commission and City Council public hearings. If the Director approves a special use permit for change in ownership, the new owner must sign an agreement stating that he/she will continue to comply with the special use permit conditions.

### **Special Use Permit for Minor Amendment**

Pursuant to Sections 11-509 and 11-511 of the zoning ordinance, the director may approve minor amendments to approved special use permits. Only changes that constitute no more than a minimal enlargement or extension of the special use permit or that are so insignificant they will have little or no zoning impact on the surrounding neighborhood are eligible for administrative approval. If a change will intensify the use, it requires Planning Commission and City Council approval. Changes that intensify a use include any increase in the following:

- 1) Hours of operation;
- 2) number of seats;
- 3) number of employees; visitors of customers; or
- 4) number of vehicle trips generated.

The Director may not administratively approve minor amendments if any of the following apply:

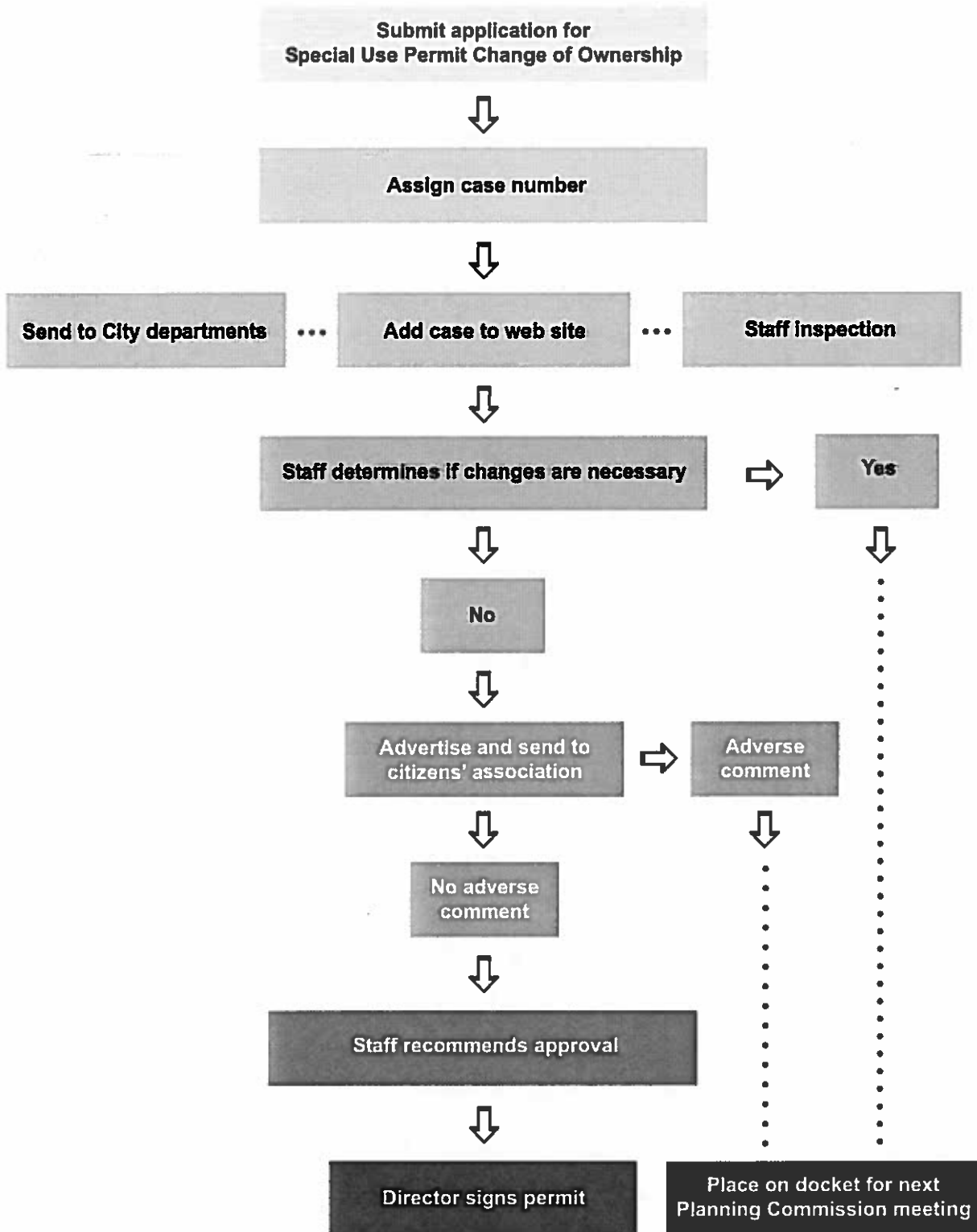
- 1) He/She has received written or oral complaints that the use is in violation of the zoning ordinance;
- 2) at the time the special use permit was approved, opposition was presented to the Planning Commission or City Council; or
- 3) new conditions or amendments to existing conditions are necessary.

Notice of the application is published in a newspaper of general circulation in the City and is sent to docket subscribers.

### **Approval Process**

For both change in ownership and minor amendment special use permits, the approval process generally takes between four and six weeks from the time an application is submitted. During that time, staff will review the application, inspect the subject property for compliance with special use permit conditions and advertise the proposed change in the newspaper to provide an opportunity for citizens to comment on the change and, in the case of minor amendments, send notice to the Planning Commission and City Council members. If the Director determines that the Planning Commission and City Council must consider the application, he/she will docket the application for the next available Planning Commission and City Council hearings. At that time, the Director may require additional information regarding the application.

## PROCESS FLOW CHART: Change of Ownership SUP





**Alexandria Certificate of Occupancy**

**Member Name- Konstantino Skrivanos**

**SSN #: 017-62-4101**

# Commonwealth of Virginia



## State Corporation Commission

### *CERTIFICATE OF FACT*

*I Certify the Following from the Records of the Commission:*

That DVA King - 1640, LLC, a limited liability company organized under the law of Delaware, obtained a certificate of registration to transact business in Virginia from the Commission on January 19, 2016; and

That it is registered to transact business in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.

*Signed and Sealed at Richmond on this Date:  
April 4, 2016*



*Joel H. Peck*  
\_\_\_\_\_  
*Joel H. Peck, Clerk of the Commission*

Date of this notice: 12-02-2015

Employer Identification Number:  
81-0710276

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:  
1-800-829-4933

DVA KING - 1640 LLC  
DUNKIN DONUTS  
% EVANGELOS MOUTOUDIS MBR  
82 FLANDERS RD  
WESTBOROUGH, MA 01581

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

**WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER**

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 81-0710276. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	04/30/2016
Form 940	01/31/2017
Form 1065	04/15/2017

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at [www.irs.gov](http://www.irs.gov) for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is DVAK. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

(IRS USE ONLY) 575A

12-02-2015 DVAK B 999999999 SS-4

CP 575 A (Rev. 7-2007)

CP 575 A

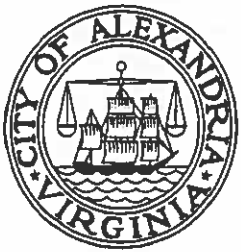
9999999999

DATE OF THIS NOTICE: 12-02-2015  
EMPLOYER IDENTIFICATION NUMBER: 81-0710276  
FORM: SS-4 NOBOD

DVA KING - 1640 LLC  
DUNKIN DONUTS  
% EVANGELOS MOUTOUDIS MBR  
82 FLANDERS RD  
WESTBOROUGH, MA 01581







# City of Alexandria 2016 Business License Application

## Business Tax

City Hall – Room 1700

P.O. Box 178, Alexandria, VA 22313

703.746.3903

alexandriava.gov/BusinessTax

Owner's Name:

DVA King- 1640, LLC

Owner's Address:

82 Flanders Road

(Street)

(Suite or Apt #)

Westborough

MA

01581

(City)

(State)

(Zip Code)

Individual ☐

Corporation ☐

LLC ☒

S Corp ☐

Partnership ☐

If Partnership, provide on a separate sheet of paper the names and addresses of the all partners.

If Corporation, provide name and address of Registered Agent.

If LLC, provide member's name and social security number.

New Business ☐

or Transfer of Ownership ☒

Business Trade Name:

Dunkin' Donuts

Taxpayer Identification Number:

81- 0710276

(Federal Identification Number or Social Security Number)

Sales Tax Identification Number:

10-810710276- F001

Business Location:

1640 King St

(Street)

(Suite or Apt#)

Alexandria

VA

22314

(City)

(State)

(Zip Code)

Business Telephone # (703) 519 - 0088

Fax # (703) 519 - 0088

Date Business Began in Alexandria: 02 / 19 / 2016

Number of Employees in Alexandria: 10

Description of Business:

Prepared Foods

License Type:

Retail

Business E-Mail Address:

ddcnetwork@dekkgroup.com

NAICS Code Number:

722515

(Enter 6 digit North American Industry Classification System (NAICS) Code(s) used for tax filings. NAICS Codes are available at <http://www.census.gov/eos/www/naics/index.html>)

Business Mailing Address:

82 Flanders Road

(Street)

(Suite or Apt#)

Westborough

MA

01581

(City)

(State)

(Zip Code)

Bank Name:

PNC Bank

Do you own a vehicle(s) that is used for business purposes? (Check appropriate box)

☐

☒

Yes

No

If "Yes", provide VIN and percentage of vehicle's use for business.

Vehicle Identification Number:

Percentage of Business Use:

(Attached an additional page, if you have more than one vehicle.)

2016 Estimated Gross Receipts:

\$820,000.00

2015 Actual Gross Receipts:

0

Signature:

Date:

4/14/2016

(An original signature of owner or authorized corporate representative is required.)

- For instructions on obtaining a license and filing for business personal property taxes, refer to the instructions on page 2 of this form.
- Please note that a business may require more than one business license if it engages in more than one business activity. (e.g. A retail store that also provide a professional consulting service or a restaurant that also retails packaged food or T-shirts.)
- To avoid a statutorily assessed business personal property tax bill, you must file a business personal property tax return on or before May 1. Business personal Property taxes are due on or before October 5.
- All licenses must be renewed annually by March 1 of each license year.

Thank you for choosing to do business in the City of Alexandria!

## **PROCEDURES FOR OBTAINING A BUSINESS LICENSE IN THE CITY OF ALEXANDRIA**

Obtaining a business license in Alexandria is generally a three-step process:

### **Step 1: Register the Business Entity**

*a. Registration of a Corporation or a Limited Partnership:* All corporations (foreign and domestic) and limited partnerships conducting business in Virginia must register with the Virginia State Corporation Commission. To become incorporated in Virginia, an organization must file articles of incorporation and amendments with the State Corporation Commission. Procedures for filing can be found in the Code of Virginia Stock Corporation Act, Title 13.1-601 through 13.1-800. For information on registration or incorporation, please contact the Virginia State Corporation Commission, P.O. Box 1197, Richmond, VA 23218, 866.722.2551 or 804.371.9733. An online "Business Registration Guide" is available on the Virginia State Corporation Commission web site at <http://www.scc.virginia.gov/clk/begin.aspx>

*b. Registration of a General Partnership or Trade Name:* General partnerships and trade names must be registered with the Clerk of the Circuit Court. A small fee is imposed by the Circuit Court. For registration information, contact the Clerk of the Circuit Court, 520 King Street, Suite 307, Alexandria, Virginia 22314, 703.746.4044.

### **Step 2: Visit the Permit Center (One Stop Shop)**

In an effort to improve the business license application process, the City has created a Permit Center or "One Stop Shop" where applicants can obtain the approvals and registration needed by most businesses. For more information, contact the Permit Center (One Stop Shop), Office of Building and Fire code Administration, 301 King Street, Room 4200, 703.746.4200. The Permit Center will be closed the first Monday of each month. Businesses may visit the Finance Department, 301 King Street, Room 1700, 703.746.3903, for all business related matters.

### **Step 3: Submit the Completed Application With Your Tax Payment and All Necessary Approvals and Documentation**

The City business license application may be submitted at the Permit Center (One Stop Shop) at the address listed above or mailed with your tax payment to the address on the application. Some businesses may be required to submit additional documentation and/or permits. For more information on addition documentation required, please visit the Business Tax web page at [alexandriava.gov/business-tax](http://alexandriava.gov/business-tax).

### **NOTES:**

\*If you have purchased the business and as a condition of the sale you acquired the liability and assets, you are entitled to transfer the business license from the old to the new business by completing a Request for Transfer of City Business License form. The form must be notarized and submitted along with the business license application. You must provide a copy of the signed and dated purchase agreement detailing the terms and conditions of the sale. This agreement should specifically relate to the sale of assets and liabilities.

## **BUSINESS PERSONAL PROPERTY**

Any individual, partnership or corporation engaged in any business or profession in the City of Alexandria as of January 1 of a given year must complete and file a Business Personal Property return no later than May 1. All tangible business personal property, including furniture, fixtures, machinery, tools, computers and peripherals used in any business or profession must be reported. Completed returns can be submitted to Business Tax, 301 King Street, Room 1700 or mailed to Business Tax, Department of Finance, City of Alexandria, P.O. Box 178, Alexandria, VA 22313.

The law requires full and complete returns; therefore, a taxpayer must enter the purchase cost of all property owned or in his or her possession. It is imperative that all tangible business personal property be reported and its purchase cost entered in the proper column.

Property being paid for by installments as a condition of sale is assessable in the name of the person possessing the property. The law allows no deduction for indebtedness against tangible business personal property. Leased or rented tangible personal property must also be reported in addition to the name and address of the lessor (owner) responsible for payment of the local personal property tax.

If a business begins operations in the city after January 1 of a given year, there is no business personal property tax liability for that year. If a business moves or ceases business after January 1, the business is liable for the full tax year.

## **THERE IS NO PRORATION OF A BUSINESS PERSONAL PROPERTY TAX BILL.**